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14 January 1970

MEMORANDUM FOR: Records Management Officer/DD/S&T

SUBJECT

: Quarterly Report on Records Management

This is to advise that during the last quarter of 1969, ORD retired four cubic feet of records to the facility. Also, at 25X1A the moment, we are holding 15 boxes of records pending a revision of the current records schedule.

25X1A

Records Management Officer ORD/DD/S&T